

**United States Bankruptcy Court
Southern District of Georgia**

**ELECTRONIC CASE FILING (ECF) SYSTEM
TRAINING REGISTRATION FORM**

This form shall be used to register for court-sponsored CM/ECF training on the Electronic Case Filing (ECF) System used by the United States Bankruptcy Court for the Southern District of Georgia. Attorneys and other users wishing to file documents electronically must be certified before a user ID and password for the system will be issued.

Upon completion of the training class, a login and password will be issued. Certified users may then file documents electronically via the internet in accordance with CM/ECF administrative procedures, as adopted by the bankruptcy court, and other applicable statutes and rules. Certified users will also be able to view and retrieve docket sheets and documents for all cases assigned to the ECF system.

User Type: ☐ Attorney - full access and filing privileges
 ☐ Creditor - limited access and filing privileges

First/Middle/Last Name: _____

Bar ID/State: _____

Firm Name: _____

Firm Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Internet E-Mail Address: _____

Training Locations and Dates: (Select a date and time) *(additional training locations, dates and times will be posted on-line as they become available)*

Select location for training:

☐ Augusta:
 U.S. Courthouse
 500 East Ford Street
 Augusta, Georgia 30901

☐ Savannah:
 U.S. Courthouse
 125 Bull Street
 Savannah, Georgia 31401

Names of support staff accompanying attorney/user: _____

Note: For special accommodations and/or training arrangements, please contact the CM/ECF Project Manager at 912/650-4105.

By submitting this training registration form, I agree to abide by the following rules and/or requirements:

1. The unique password issued to a certified user of the ECF system serves as and constitutes the signature of the user for purposes of Bankruptcy Rule 9011 on any document filed electronically. Accordingly, the user must protect and secure the password issued by the court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the user to notify the clerk's office immediately. The clerk's office will immediately delete the compromised password from the electronic filing system and issue a new password.
2. Certification to file in the electronic case filing system will constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to Federal Rule of Bankruptcy Procedure 9036, where service of pleadings and other papers is otherwise permitted conventionally by first class mail, postage prepaid.
3. In meeting the hardware and software requirements for participation in the electronic case filing system with the United States Bankruptcy Court for the Southern District of Georgia, I declare that I have in my possession the following:
 - Pentium processor-based personal computer (16MB of Ram or 24 for Windows NT)
 - Windows 95, 98, NT, 2000, or XP
 - CD-RW drive or 3.5" diskette drive
 - Modem, 56 K (or faster) or other internet access device
 - Scanner (if documents are not in electronic format)
 - Adobe Acrobat 4.0 (or later). Adobe Reader alone is not sufficient.
 - Netscape Navigator (version 4.78x) or Internet Explorer (version 5.5)
 - Internet service provider (minimum speed of 56K)
4. My office staff and I have a full understanding of a windows-based word processing software package, one of the required internet browsers, and viewing a PDF document in a PDF reader. We are competent in creating, scanning, and/or printing a document into a PDF format.

The login and password assigned to me shall be used exclusively by me, or authorized members of my staff who have completed the required training, and I will not knowingly permit use of my password by anyone not so authorized and certified.

Applicant Signature

Date

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*USBC Use Only*

*Date Received:* \_\_\_\_\_ *Training/Class Registered:* \_\_\_\_\_

*Confirmed by (name/date):* \_\_\_\_\_

**Submit training registration form to:**

United States Bankruptcy Court  
Attn: CM/ECF Project Manager  
125 Bull Street  
Savannah, Georgia 31401